

# City of Richmond

BILL PANTELE  
CHAIR

JOYCE K. SMITH  
VICE-CHAIR

CHERLYN S. STEVENS  
SECRETARY



## Electoral Board

Meeting Minutes  
Canvass/ Provisional Ballot Review  
January 7<sup>th</sup> and January 9<sup>th</sup>, 2026

### CALL TO ORDER

The meeting was called to order at **9:00 a.m.** by **Chair Bill Pantele**, with **Vice Chair Joyce K. Smith** and **Secretary Cherlyn S. Stevens** present.

### STAFF IN ATTENDANCE

- David Levine – General Registrar
- Caitlin Shelton-Executive Assistant
- Cassandra Harris – Election Operations Manager / Registrar
- Vanessa Floyd – Election Manager
- Patricia Haden – Elections Specialist
- Alexus Robinson – Elections Specialist

### Canvass Team Members:

- Rena Hutchins
- Operadella Williams
- Robin Pratt
- Clara Clements
- Stacie Harris
- Debra Williams

### APPROVAL OF PREVIOUS MEETING MINUTES

**There were no minutes to approve at this time.**

### PUBLIC COMMENT – ITEMS ON THE AGENDA

There were **no public comments** at this time.

### OPEN SESSION

**Adoption of Agenda**

Vice Chair **Joyce K. Smith** motioned to adopt the agenda.

**Vote:** All in favor.

**Motion passed.**

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#### **4. Registrar's Remarks**

**David Levine, General Registrar**, opened the meeting by thanking staff, the Electoral Board, and election officials for their work on the **January 6<sup>th</sup>, 2026 Special Election**.

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#### **LEGAL MOTION**

Secretary **Cherlyn S. Stevens** read a motion pursuant to **Section 24.2-653(B) of the Code of Virginia**, authorizing the Board to take necessary action to approve or reject provisional ballots.

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#### **RECESS**

The meeting recessed at **9:21 a.m.** to allow for ballot review. The meeting was scheduled to be reconvened later that day.

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#### **RECONVENED MEETING**

##### **Call to Order**

The meeting was reconvened at **2:41 p.m.**

Chair **Bill Pantele** called the meeting to order.

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#### **CHANGE IN SECRETARY**

Chair **Bill Pantele** made a motion that **Vice Chair Joyce K. Smith** serve as **Acting Secretary** due to unforeseen health circumstances of **Secretary Cherlyn S. Stevens**.

**Vote:** All in favor.

**Motion passed.**

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#### **PROVISIONAL BALLOT REVIEW**

- **Precinct 909 (Hickory Hill Early Voting):**
    - 1 SDR submitted
    - **Motion to approve**
    - **Approved unanimously**
  - **Precinct 402:**
    - 3 ballots reviewed
    - Recommendation: **Approve 1 SDR**
    - **2 ballots** were voters who requested absentee ballots but did not bring or surrender the ballot; one ballot had been returned to the office
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#### **10. Closed Session**

The City of Richmond entered **closed session** and returned to **open session at 3:54 p.m.**

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#### **11. Open Session – Final Provisional Determinations**

Chair **Bill Pantele** motioned to accept the following provisional ballots:

- **Precinct 412:**
  - 5 ballots entered
  - 1 SDR
  - Absentee ballot issued but not returned
  - **2 ballots accepted**
- **Precinct 812:**
  - 1 ballot entered
  - 1 SDR
  - **Recommended and counted**
- **Last Provisional Ballot (In-Person / AB Conflict):**
  - Absentee ballot was mailed
  - Voter voted in person
  - **Ballot rejected**
- **Precinct 814:**
  - 2 provisional ballots
  - 2 SDRs
  - Research showed voters belonged to **Precinct 811**, which was not part of this election
  - **Both ballots rejected**
- **Precinct 903:**
  - 1 voter issued absentee ballot
  - Ballot was not returned
  - **Ballot recommended to be counted**
- **Precinct 910:**
  - 1 provisional ballot
  - **Accepted**
- **Precinct 911:**
  - 3 provisional ballots
  - 1 voter already registered at address
  - 1 absentee ballot not surrendered but returned unmarked (blank Envelope B)
  - **All 3 ballots accepted**

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## **12. Final Totals**

- **Total provisional ballots reviewed: 20**
  - **Accepted: 17**
  - **Rejected: 3**
- Motion to approve provisional ballot determinations:**  
**Vote:** All in favor  
**Motion passed.**

## **PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

There were **no public comments** on items that were not on the agenda.

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## MEETING ADJOURNMENT

The meeting was adjourned by Chair Bill Pantele. Unanimously approved.

## NEXT MEETING DATE

The next meeting will be February 4<sup>th</sup>, 2026, at 9:00am.

## ADJOURNMENT

There being no other business, the meeting was adjourned

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Bill Pantele  
Chair to the Electoral Board

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Joyce K. Smith  
Vice Chair to the Electoral Board

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Joyce K. Smith  
Secretary to the Electoral Board

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